

Camp Rockefeller Staff Employee Handbook



June 1st – July 6th

Cahill Richardson

Camp Director

Katelynn Bell

Program Director

Brandy Foreman

Camp Commissioner

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Letter From the Camp Director

Dear Staff Member,

Congratulations on being selected as a member of the 2025 Camp Rockefeller Staff. I would like to thank you choosing to serve the Scouts and Scouters this summer. You should feel proud to represent the Natural State Council and Scouting America. For almost 50 years, our camp has seen tens of thousands of Scouts and leaders pass through its gates and have become a positive symbol throughout Arkansas and the nation. Hundreds of scouts and their leaders will be counting on you to provide them with the experience of a lifetime this summer. You have been selected to help uphold a tradition of excellence and give each camper the kind of positive Scouting experience they will remember for the rest of his or her life. Your personal commitment to success must carry through the entire camp season. Only your enthusiasm and teamwork will help us to reach our goals and meet the expectations of all participants. Each of us on the staff team has obligated ourselves to assume responsibility for the success or failure of the program in camp. We challenge you to make a commitment to provide the enthusiasm needed to accomplish our goals. If we do this, we will provide the best summer camp experience for every Scout that passes through camp this summer. It is our duty to continue building the Gus Blass Scout Reservation's solid foundation and rich tradition.

There have been many exciting improvements to Camp Rockefeller over the last couple years. Including five new state of the art bath houses, destination zipline, mountain biking trail, and obstacle course just to name a few. The staff area has had the drainage fixed and problem trees removed. We are in the process of upgrading the staff tents to cabins, expected to be complete by the 2026 season. As your camp Key Three, it is our goal to provide you as staff with a rewarding camp experience. Our doors are always open. If there is anything we can do to support you and give you the tools for success do not hesitate to come speak to us.

Welcome to the Staff!

Yours in Scouting,

Cahill Richardson

Cahill Richardson

Katelynn Bell

Katelynn Bell

Brandy Foreman

Brandy Foreman

SUMMER CAMP INTRODUCTION

Summer Camp is Scouting's outdoor education center. Its purpose is to serve chartered organizations by providing facilities and leadership for the training of units in outdoor program activities and of Scouts in the proper methods for leading such units. Camp is the laboratory of Scouting where the council leaders, unit leaders, and Scouts work together to learn the best that Scouting has to offer in developing better units, qualified leadership, and skillful, self-reliant young men. Here a Scout learns how to live in a democracy by working within the patrol and troop. The camp must also be a practical demonstration area for their best conservation practices. One type of activity should not be way out of proportion. It is up to each staff member to see that the proper balance is maintained and that each Scout has the opportunity to participate in some of these activities. There is a common thread of purpose and method that runs through every part of the camping program of Scouting.

What camping is and what camping does are described here to remind us of our goals:

1. Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the resources of the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth.
2. Camping contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
3. Camping aids in spiritual growth by helping campers recognize and appreciate the handiwork of God in nature.
4. Camping contributes to the social development by providing experiences in which campers learn to deal practically and effectively with living situations.
5. Camping is an experience in citizenship training, providing through its community of campers the medium for democratic participation in decision making, planning, and carrying out activities at their own level.
6. Camping contributes to the development of self-reliance and resourcefulness by providing learning experiences in which campers acquire knowledge, skills, and attitudes essential to their well-being.

WHY CAMP STAFF?

Every Scout unit in camp must have a program of fun and adventure with value to every participating Scout. To accomplish this objective, the staff works in several fields of leadership:

- Helping train unit leaders to make their program fun and effective.
- Counseling unit leaders for a complete understanding of the purpose of camping.
- Counseling with unit leaders to make the patrol method work.
- Providing instruction in aquatics, personal fitness, camp-craft, handicraft, and field sports.
- Helping every Scout, by example and through personal effort, to have a happy, memorable and worthwhile camp experience.

Always remember that the goal of Camp is to assist every unit to have fun-filled and rewarding experiences in Scouting by assisting the adult and youth leadership of those attending. To accomplish

this will require the full talents and dedication of every staff member beyond the written requirements of their job.

THE STAFF WORKS AS A TEAM TO PROVIDE THE BEST CAMP EXPERIENCE POSSIBLE FOR EVERY CAMPER!

The staff's first and greatest responsibility is assisting the unit leader and youth leadership to accomplish what they would like to have accomplished while their unit is in camp. The unit leader remains in full charge of his/her unit. One of the main objectives of any camp is to build strong units by having Scouts operate their regular patrols. The patrol method is the only Scout method. Each staff member should demonstrate certain basic qualities and live by the highest Scouting standards. He/she must show evidence of acceptance of the Scout Oath and Law as guiding principles in daily life. He/she must practice good sportsmanship, play the game, and be consistently resourceful at times of special need. Also, set a good example by wearing the Scout uniform, by maintaining a positive attitude, and by using clean habits and clean speech.

CAMP ROCKEFELLER CAMP INFORMATION

Phone: (501) 355-7208 (during camp only)

Mailing Address: Mail should be addressed as follows: Camp Rockefeller Summer Camp "Staff's Name", Unit # 408 Scout Drive Damascus, AR 72039

SCOUTING AMERICA MISSION STATEMENT

The mission of Scouting America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law

SCOUTING AMERICA VISION STATEMENT

Scouting America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

SCOUT OATH

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

SCOUT LAW

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

SCOUTER CODE OF CONDUCT

On my honor I promise to do my best to comply with this Boy Scouts of America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good
3. leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.
4. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
 - [Scouting America Youth Protection policies and guidelines, including mandatory reporting](#)
 - [The Guide to Safe Scouting](#)
 - [SAFE Checklist](#)
5. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
6. I will respect and abide by the Rules and Regulations of the Boy Scouts of America, SCOUTING AMERICA policies, and SCOUTING AMERICA-provided training, including but not limited to those relating to:
 - Unauthorized fundraising activities
 - Advocacy on social and political issues, including prohibited use of Scouting AMERICA uniform and brand
 - Bullying, hazing, harassment, and unlawful discrimination of any kind
7. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
8. I confirm that I have fully disclosed and will disclose in the future any of the following:
 - Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
 - Any investigation or court order involving domestic violence, child abuse, or similar matter
 - Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons
9. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
 - Alcoholic beverages or controlled substances, including marijuana
 - Concealed or unconcealed firearms, fireworks, or explosives
 - Pornography or materials containing words or images inconsistent with Scouting values
10. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
11. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

EMPLOYMENT AT WILL

All employees of the council are employees at will and, as such, are free to resign employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

EQUAL EMPLOYMENT

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

NON-HARASSMENT POLICY

Pursuant to applicable law, it is the policy of the Natural State Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Natural State Council and Camp Rockefeller will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of their relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance
3. Otherwise adversely affects an individual’s employment opportunities

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, gender identity, sex, sexual orientation, national origin, age, or disability; and

2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, gender identity, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendos that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of their sex
2. Making submission to or rejection of such conduct the basis for employment decisions
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels they have suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to their area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to their area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination.

Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

OPEN DOOR POLICY

The Natural State Council and Camp Rockefeller are committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with their area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, they may discuss it with the Director of Program.

Employees may bring issues to the Camp Director or Director of Program at any time.

When a staff member uses this Open-Door policy, they will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue they feel needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

WAGES, PAY DAY

The Natural State Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Staff will be paid on the 15th and last day of the month. It is strongly encouraged that each staffer complete the direct deposit worksheet to prevent any delay in pay.

WORK SCHEDULE

Your work schedule will be determined by the Camp Director and Program Director and is subject to change as conditions warrant. These changes are up to the discretion of the Camp Director and Program Director. It is the responsibility of the staff member to check the posted work schedule for his/her specific assignments. The camp operates under the labor standards and laws of the State of Arkansas. Staff members who are 15 years old must check in and out to work through their Area Director, or Camp Office. If you or your parents have any questions regarding this please contact the Camp Director. All

staff members are expected to be at the Administration Building at 11:00am each Sunday with cars parked in the parking lot and personal gear stored. Each staff member's initial reporting time and date will be specified in a separate notification from this document. Staff members are to be ready to go to work unless prior permission for deviation is granted by the Camp Administration. Specific assignments will be made for Sunday afternoon check-in duties.

WORK HOURS - TIME OFF

- Each staff member will be given one 24-hour period, during each one-week session as a day off. Usually, from 11am Saturday to 11am Sunday. This time off may not be accumulated. Should a staff member need more time off for any reason, the Camp Director is the only staff member that has the authority to grant time off.
- Meals for staff members staying in camp from Saturday afternoon to Sunday morning are the responsibility of said individuals. If there are leftovers available from the week of camp, the Food Services Manager will make that information known to those staying in camp.
- No staff member under the age of 18 is permitted to stay on camp property from 11am Saturday to 11am Sunday, unless written permission is received by the Camp Director from their parent or guardian. Staff members over the age of 18 wishing to stay on property must have permission from the Camp Director and follow all BSA policies and procedures.
- In addition to days off, an area may be assigned, at the discretion of the Camp Director, an evening off. Evenings off are to be regarded strictly as a privilege, and will be administered by the Camp Director and Camp Administration assigned curfews and other night off guidelines must be observed by staff.
- Staff will check in/out with the Camp Office when entering/departing camp.
- Any other time off or absence from camp must be arranged with the Camp Director and may result in a pro-rata reduction of salary.

EMERGENCY LEAVE

At various times, a staff member may need a leave because of an emergency and/or sickness. However, because of the special nature of the staff positions and limited resources to replace staff members on emergency leaves, any emergency leave will have to be subject to the following conditions:

- The Camp Director must be notified in advance and approval must be obtained.
- Emergency leave will generally mean a pro-rata reduction of salary.

CHECK IN/OUT LOG

Every time a staff member leaves camp, he/she must check out on the check in/out log located at the camp office. In case they need to be contacted in the event of an emergency, staff members must state their destination in writing on the check in/out log. Upon their return, the staff member is required to check back in.

EMPLOYEE CONDUCT AND DISCIPLINE

It is the policy of the council to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers are expected to monitor and enforce these work rules on a

consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

PROHIBITED CONDUCT

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing the council's property, a client's or customer's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee
- Bringing or consuming alcohol or use of illegal drugs or marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council's sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior
- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge
- Making maliciously false statements concerning another employee of the council or Scouting America, or a Scouting volunteer

An employee that violates camp policies can receive any of the following levels of disciplinary action, depending on the severity of the infraction:

- Verbal Reprimand - A verbal discussion with Area Director, documented in personnel file.
- Written Reprimand - Given by the Area Director and Program Director, and a formal written discipline report entered into personnel file.
- Termination – Camp terminates employment relationship with staff member. A staff member that has multiple misconduct or performance opportunities throughout the summer will progress through the disciplinary levels until they are terminated. It is also important to note that some offenses might warrant different levels of this action plan. Weekly Staff Performance Evaluations will be conducted through the Area Staff and its Directors.

Camp Administration reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.

TEXTING AND SOCIAL MEDIA

Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members aged 18 and older cannot communicate with each other electronically unless another 21+ aged, registered adult is copied on the communication. This includes texting, social media, messenger apps and any other digital communication platforms. This policy reinforces Scouting America's youth protection policies and Barriers to Abuse.

Always be fair and courteous to fellow camp staff employees, volunteers, and members when posting to social media. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and Scouting America policy <https://scoutingwire.org/social-media-guidelines/>.

YOUTH PROTECTION AND MEMBERSHIP STANDARDS

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child sexual abuse material, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

For any incidents that arise at camp, it **must** be reported to the Camp Director. All incident reports go to the Natural State Council Program Director Mike McLoughlin for processing.

INSURANCE

All work-related injuries/illnesses must be brought to the attention of the Camp Health Officer and entered in the Camp Staff First Aid Log immediately! Any activities not sanctioned by the camp, which cause injury or reactivation of a chronic condition will be at the expense of the employee. Non-job related illness or injuries are the responsibility of the staff member and or their parents (if under 18) for medical care requiring treatment beyond the skill level of the Camp's Health Officer. Any staff member with an injury that requires care beyond the capabilities of the Camp's Health Officer will be sent to the nearest urgent care facility for treatment.

HEALTH

- Whenever staff members feel ill or incur an injury of any type, they must report to the Camp Health Officer immediately.
- All staff members are required to follow all Camp Sanitation Standards in accordance with the Health Department, other local/state/ federal agencies, and the Scout Law
- Should a staff member not feel well, or exhibit signs of a contagious illness, the Camp Health Officer or Camp Management Team may ask the staff member to rest and recuperate at home until quality health has returned.
- Staff members should not attempt first aid on themselves as the sole means of treatment.
- Like the staff, any injury or illness of a camper must be reported to the Camp Health Officer.
- Staff members are expected to get enough rest to prevent fatigue, illness and injury. If staff is not getting enough sleep, the Area Director or Camp Director, at that director's discretion, will set an earlier lights out and curfew.

PERSONAL AUTOMOBILE

- All staff members who drive their personal vehicle as transport to and from camp must keep their vehicle restricted to the main camp parking lot.
- Staff members are not permitted to transport any staff member under the age of 18 off camp grounds without prior permission from the Camp Director and a signed statement from the minor's parents/guardians on file with the camp.
- All staff members must check-in/out with the camp office when arriving and departing camp property. • No staff member may leave camp property without first gaining permission from the Camp Director.
- Natural State Council does not assume any liability for staff members' vehicles or their property contained within while on Camp Property. Park at your own risk.
- Camp Director reserves the right to inspect the interior and trunk of any staff vehicle on camp property.

CAMP VEHICLE USAGE

- All camp vehicles must be driven by operators that are at least 18 years of age or older who hold a valid driver's license with a clean driving record.
- All drivers must be approved by the Camp Director and Camp Ranger.
- Vehicles must be cleared for usage with the Camp Ranger and are the responsibility of the assigned driver while the vehicle is in use.
- Drivers must stay on the marked vehicle paths and obey all of the Driving Rules of Camp. Failure to do so will result in the loss of driving privileges.

- There will be no unauthorized use of camp vehicles and all youth protection policies must be followed. Failure to do so will result in the loss of driving privileges in addition to any other disciplinary action.

GENERAL DUTIES AND RESPONSIBILITIES

- Each staff member is expected to demonstrate at all times the best that Scouting has to offer.
- Every Staff Member will receive a detailed job description, as a part of your employment offer
- Remain positive and willing to do assignments.
- Each staff member is to have a thorough understanding of the material he or she has been assigned to instruct. This includes all merit badge requirements and advancement skills. This preparation must be done prior to the summer camp season.
- Staff members are expected to stay the entire duration of the summer. If this is not possible, arrangements must be made through the Camp Director and agreed to in advance.
- Be an enthusiastic participant in all assigned camp events or activities. These may include merit badge instruction, camp-wide games, camp fires, hikes, and flag ceremonies.
- Certain camp maintenance assignments will be given to staff members on a regular basis. These may include: dining hall serving, campsite and program area clean up, maintaining the camp buildings, cleaning campfire areas, etc. These assignments will be made through the Camp Director and/or Program Director.
- Staff members will be evaluated throughout the camping season.
- In order to remain fair and consistent in the application of our employment policies, all staff members will be held to the same standard of excellence, REGARDLESS OF AGE OR SENIORITY.

WHAT TO WEAR

Summer camp is the ideal model of Scouting-in-action. A strong emphasis on good uniform dress as well as general personal appearance is a very important component of our program. The example of each staff member speaks louder than words. We know from experience that a camp that permits sloppy uniforms and appearance from its staff soon suffers from sloppy teamwork and low morale. Each staff member should come to camp ready to live according to the detail and spirit of our uniform guidelines. Staff will be required to wear either of two uniforms. The Camp Director and Program Director will determine when it is appropriate to wear which uniform.

Camp Staff Uniforms of the day are as follows:

Sunday Check in: Official 2025 Camp Staff Polo T-Shirt, scout shorts, belt, scout socks, close-toed shoes, a watch, Camp Staff hat, Camp Staff nametag, Camp Staff wristband

All Evening Formations and Meals: Official Scouts BSA or Venturing field uniform (Class A), camp staff activity t-shirt, scout shorts, belt, scout socks, close-toed shoes, a watch, Camp Staff hat, Camp Staff nametag, Camp Staff wristband

All other times: Camp Staff activity t-shirt, scout shorts, belt, scout socks, close-toed shoes, a watch, Camp Staff nametag, Camp Staff wristband, (Hat optional) – with the exception of Aquatics when in program area.

Friday Afternoons (Family Visiting Hours): Official 2024 Camp Staff Polo T-Shirt, scout shorts, belt, scout socks, close-toed shoes, a watch, Camp Staff hat, Camp Staff nametag, Camp Staff wristband

Exceptions: Aquatic Staff during lunch (lifeguard uniforms are permitted), Kitchen Staff (allowed to wear aprons with their Class 'B', and are not required to wear Class 'A' during meal service), and COPE & Climbing Staff during lunch. The Camp Director may also approve a dress code for those individuals who work off site on trails, lakes, climbing, etc.

Staff members are to have enough shorts/pants and pairs of socks to last the entire week otherwise laundry facilities will be provided. Proper laundry etiquette must be followed when doing laundry with other staff members. Staff members will be issued two Camp Staff activity T-shirts, and one Camp Staff Polo T-Shirt, a Camp Staff Hat, a Camp Staff Wristband, and a Camp Staff Nametag at the beginning of the summer. Additional quantities may be purchased prior to the beginning of camp.

APPEARANCE AND HYGIENE

- Hygiene
 - Each staff member is to keep themselves well-groomed while in public. This includes a neat, clean uniform and having the highest standards of personal hygiene. Staff members should shower regularly (at least once a day), be clean-shaven (unless otherwise approved by the Camp Director), and make use of personal hygiene items, such as toothbrush & toothpaste, and deodorant.
 - To prevent illness, employees are required to wash their hands after using the restroom. Employees must also wash their hands prior to eating. Remember, good hygiene prevents illness from spreading.
- Hair
 - Female staff members with long hair must wear their hair up in a ponytail or bun, off the collar.
 - Male staff members with long hair must wear their hair in the same fashion, off the collar.
 - Hair must be worn in a professional manner, and must be of natural color, unless otherwise approved.
 - Beards, if worn, must be clean, trimmed, well-kept, and show evidence of grooming. Camp may not be the best place to begin growing a new beard or mustache.
 - Hair may not be altered in any non-natural way without prior approved by the Camp Director.
- Jewelry
 - Due to OSHA regulations, jewelry must be kept to a bare minimum. Staff members are permitted to wear one (1) stud in each ear only. No hoop earrings of any kind are permitted.
 - No loose fitting necklaces or bracelets of any type are permitted.
- Tattoos
 - Tattoos must be tasteful in nature otherwise they must be covered up at all times.

STAFF QUARTERS

Staff will be assigned sleeping quarters by the Camp Director and Program Director. Generally, staff will be assigned to tent housing at Staff Camp. All beds other than cots are supplied with mattresses. Tents in Staff Camp are equipped with a canvas tent and frame, concrete pad, two beds, and an electrical outlet. The Staff shower house is also part of the living quarters and will have a set cleaning schedule

that must be followed each week. The staff lounge is a true privilege and will be treated as such. Staff members must remember that all aspects of the Scout Oath and Law must be followed within the staff lounge. The staff lounge is not a sleeping quarters. Posted staff lounge rules, regulations, and schedules must be followed. At no time should a staff member be alone with another staff member of the opposite sex. All Youth Protections guidelines apply and must be followed. Failure to adhere to these rules may result in immediate termination. Campers are never allowed in the staff area.

Some staff members may be housed, at their request, in the Reynolds Scout Training Center Dormitories. This accommodation is only allowed at the discretion of the camp administration, on a case-by-case basis. This type of accommodation may result in a reduction of salary to compliment the additional expenses of this facility, since as part of your salary, board and lodging will be provided for each member of the staff.

Roommates must be of the same sex and all staff members under 18 years of age will be quartered together and all staff members over 18 will be quartered together. Room assignments will be made during staff week. Once assigned, staff members do not have the option of changing sleeping quarters unless approved by the Camp Director or Program Director.

It is the duty of all staff members to keep their living quarters clean and orderly. Regular inspections will be conducted by the Program Director or Camp Commissioner. Staff members are responsible for the elimination of safety hazards in their living quarters, such as open flames, overloaded electrical circuits, and food attracting rodents and other pests or unwelcomed animals. Failure to keep sleeping quarters cleaned will result in disciplinary action.

All staff members are expected to keep the volume their electronic equipment to a minimum. Loud music is NOT conducive to a camping setting. Remember, use of technology at camp is a privilege and not a right. Music with obscene or offensive lyrics will result in the cancellation of all electronic privileges.

All staff members are to be in their quarters and must observe QUIET TIME no later than 11:00 PM. NO EXCEPTIONS, no matter where living quarters are located! This is to ensure adequate sleep and respect for other campers and staff.

No staff member is to enter another staff member's quarters unless specifically invited to be there. Staff members are not to spend the night in any quarters other than the one to which assigned to them. No staff member is to spend the night in a campsite unless invited and given permission by the Program Director.

Campers are prohibited from being in or around the staff living quarters.

The Staff Lounge is a privilege and must be kept neat, organized, and clean at all times or privileges may be revoked. The Staff Lounge must be vacated no later than 10:00pm.

You will be personally responsible for any damage to camp property in or around the staff housing area. Treat your quarters as if it were your home.

Because of power consumption issues, a staff's housing unit is not permitted to have the following items, unless approved by the Camp Director: Small refrigerator, small television, DVD player, and

stereo. Staff quarters may be inspected at any time and without notice. Staff members gear may be searched with or without the staff member being present.

MEALS

- Staff meals will be provided by the camp and are generally served in the Camp Dining Hall.
- All staff members must be at all meals unless otherwise assigned. It is expected that all staff members will attend any assemblies prior, during, or after meals as well.
- Meals will start on time. Do not be late.
- Staff members may take turns leading a song and grace before each meal, as well as serving the meal. • Staff is expected to sit and eat with the campers at every meal. As a general rule, there should never be more than 3 staff members sitting at the same table.
- Either the Scouts BSA Field or Staff uniform must be worn at each meal. The official BSA uniform is required for dinner unless otherwise indicated by the Camp Director.
- The kitchen is off limits to all non-food service staff. No staff may enter the kitchen without permission from the kitchen manager or Camp Director.
- Special dietary needs must be arranged with the Camp Director and Food Service Manager prior to arriving at camp. The camp will do its best to meet your needs.

WHAT TO BRING TO CAMP

Think about where you are headed, and then use your best judgment. The following list will give you some ideas to get started:

- | | |
|---|---|
| • Staff Uniforms | • Swim Wear (Scouting appropriate) |
| • Footlocker with lock or backpack | • Towels (min 2) |
| • Day pack | • First-aid kit |
| • 5-7 Pairs of green Scouts BSA Socks | • Rain gear |
| • Wristwatch | • Sunblock – minimum SPF 30 recommended |
| • Alarm clock – battery operated | • Chap-stick/Lip Balm |
| • Scout/casual belts | • Sunglasses |
| • Insect repellent, coils, etc. | • Clothes hangers |
| • Casual (work type) clothing | • Sweatshirt/Jacket |
| • Flashlight (extra bulb/batteries) | • Laundry bag |
| • Sleepwear/Pajamas | • Laundry detergent |
| • Pillow | • Religious materials |
| • Blanket/Sleeping Bag | • Notebooks, pencils, pens |
| • Camera | • Ideas for campfire songs & skits |
| • Undergarments | • Toiletries (soap, shampoo, toothbrush/paste, mouthwash, brush/comb, powder, etc.) |
| • Pocket knife (NO sheath knives) | |
| • Assorted closed toed shoes, boots and water shoes | |
| • Sewing kit | |

WHAT NOT BRING TO CAMP

- Inappropriate reading materials (pornography, offensive language, offensive pictures)

- Firearms, ammunition, fireworks
- Illegal Substances (stolen or otherwise unauthorized prescriptions, paraphernalia, drugs, alcohol)
- Large stereos, CD players, DVD players, video game systems, televisions, etc.

Please remember that you are responsible for what you bring to camp. The Natural State Council is not responsible for theft, loss or damage to personal property at camp. Write your name on your personal items. Bring your own footlocker or trunk with lock for protection. Keep your valuables locked when you are not in your sleeping area.

WHERE TO WASH CLOTHES

Washers and dryers are generally available for personal laundry use for the staff in the Staff Camp Area. Laundry must be done during free time. Failure to keep the laundry area clean will result in the suspension of use. Check with your Area Director to ensure that washing facilities are available at camp. If not, staff will be responsible for washing clothes off site during off duty hours.

SHOWERS/RESTROOMS

Use of restrooms and showers is a vital part of camp. Please keep all shower facilities clean and in good condition. Report any damage and/or maintenance issues immediately to your supervisor or the Camp Rangers. Also, please respect the assigned stalls marked for youth staff and adult staff/ female or male.

CAMP TELEPHONES/PERSONAL CELL PHONE USE

The camp telephone is for official business and emergency use ONLY. If for any reason you need to use the camp telephone, prior permission must be given by the Camp Director. Personal cell phones must be used only during free time periods and must be out of sight from the campers. Wifi access will be extremely limited. Do not release the wifi password to anyone. Wifi passwords will be dispersed through the camp office. Improper use of the Camp WiFi service will result in disciplinary action, up to and including termination.

VISITORS

Staff visitors are not allowed during work hours, and must be approved by the Camp Director or Program Director. All visitors must register at the camp office. Visitors will be escorted around camp unless the Camp Director approves otherwise. VISITORS ARE NOT ALLOWED IN STAFF SLEEPING QUARTERS. Violation of this rule may cause immediate dismissal.

PETS

Staff members may not have pets at camp. If you find a stray animal during the camp season inform your immediate supervisor, Camp Ranger, or Camp Director.

RELIGIOUS OPPORTUNITIES

Houses of Worship or various religions and denominations are located nearby. Every reasonable effort will be made to give each staff person an opportunity to attend a service of his/her choice. Any item in this handbook that conflicts with one's religious beliefs must be brought to the attention of the Camp Director. Summer Camp "non-denominational" services will also take place at Camp Rockefeller.

SPENDING MONEY

Staff members are responsible for all items purchased outside of camp, Trading Post items, repairs to damaged property, and recreational opportunities out of camp. Do not keep large amounts of cash on hand. All staff members should be prepared to pay all personal expenses at camp.

TRADING POST

A trading post is available for purchase of snacks, soft drinks, memorabilia, etc. There will be no loitering by staff members during hours of operation. Please do not ask for free drinks or other items. The funds received at the camp store helps to pay your salary and for camp facilities. At the discretion of the Camp Director, staff may be allowed to use a tab at the trading post. A log of purchases will be kept during the week and the staffer must pay the balance at the end of the week. Failure to pay or abuse in the system will result in loss of this privilege.

ADVANCEMENT OPPORTUNITIES

To the extent of your free time, you may work on merit badges and other advancement opportunities in camp. Requirements involving paperwork are urged to be completed before camp and approval to work on merit badges must be given by your Scoutmaster (The Camp Director and Program Director or anyone else does not have the authority). Use of any program area is at the discretion of the Area Director. Your personal advancement is secondary to the advancement needs of the Scouts. Teaching a merit badge does not qualify you to earn a merit badge. All requirements must be completed to the satisfaction of a merit badge counselor, Camp Director, or Program Director.

CAMP IS A HOME... RESPECT THE "HOME" RULES

The unit campsite is the home of the Scout campers. Respect their right to privacy. When entering a unit's campsite, use only the authorized entryway and ask permission to enter. There must be a reason to enter a campsite. If you are an invited visitor, keep your visits short. Do not overstay your welcome. Your staff living area is your home also. Campers are not authorized to be in there. The Unit Leader is in charge of his/her Scouts and if he/she knows staff living quarters are out of bounds, then he/she would have no reason to go looking for his/her Scouts in staff living quarters. As staff members, you have certain privileges because you are at camp for extended periods. These privileges are not extended to campers. As a rule, your staff living area is for Staff members only! NO VISITORS OR CAMPERS ARE ALLOWED IN THE STAFF SLEEPING QUARTERS.

USE OF CAMP FACILITIES AND PROPERTY

1. All camp staff are responsible for the care and usage of camp facilities and property. Due to the limited amount of money available, and the cost of materials and equipment, care must be taken to avoid waste. When possible, turn out lights and turn off the water heater when not in use. Personal use of camp equipment by staff is prohibited unless approved by Program Director or Camp Director.
2. Any staff member found with excessive amounts of camp belongings or materials in their personal belongings (e.g. craft supplies, kitchen articles) which they have no reason or justification to possess may be dismissed and prosecuted at the discretion of the Camp Director.
3. Staff members in charge of designated activity areas will be responsible for all materials and equipment for that activity for the summer. Inventories are kept from the first to the last day of camp.

Equipment or materials which "disappear" or are wasted will be paid for by the individual in charge of the area. Keep inventories up-to date and know where your equipment and supplies are located.

4. Staff are not to use excessive amounts of materials for projects for themselves. "Excessive amounts" are interpreted by the Camp Director. If in doubt, please ask.

5. Use of camper property by the staff for personal use or pleasure is strictly prohibited. 6. Respect other program areas. Feel free to visit for fellowship and/or assistance but DO NOT tamper with and/or damage any materials or equipment found in the area.

USE OF CAMP FACILITIES AND PROPERTY - STAFF HOUSING

1. You are expected to keep your living quarters neat and orderly. "A Scout is Clean."

2. Housing will be inspected at the beginning of summer for damage or irregularities. Afterwards, any damage beyond that of a normal wear and tear occurrence will be the responsibility of that staff member. In essence, if YOU damage it YOU pay to repair the damage.

3. Report all problems and needed repairs to the Camp Director.

4. No construction or alterations are permitted without the prior approval of the Camp Director.

5. Do not bring expensive articles to camp. Be Safe!

6. If you are concerned with security, we recommend that you bring a footlocker with a personal lock for all personal belongings and keep it locked at all times.

7. Staff quarters will be inspected periodically by the Camp Director or designee.

SUGGESTIONS/INNOVATIONS

Your camp wants the benefits of all your abilities and insight. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the camp experience. If you see ways that camp operations can be improved or a more efficient way something can be done, make a suggestion to your supervisor. If you think of a great program idea, or a way to save money, you may be rewarded.

INVENTORY PROCEDURES

Inventories of all facilities, non-expendable equipment and expendable supplies will be conducted before camp opens, at the end of every session, and during camp closure. Accurate and timely inventories are important tools for the proper administration of the overall camping program since they are used for budgetary planning, justification for insurance claims and are a basis for purchasing. The Camp Program Director is responsible to ensure all inventories are taken in accordance with this procedure by the various Area Directors.

DISCIPLINE OF CAMPERS

Discipline of the Scouts is the unit leader's responsibility. All discipline matters are to be referred to the unit leader to handle in his/her own Troop. At no time and not for any reason is there to be punishment of campers. If for any reason the problem cannot be resolved with friendship or reason, report the situation to the Program Director. The problem will then be shared with the Scoutmaster. If the Program Director is unable to resolve the problem through friendship, reason, and possible denial of activity privileges, then the Program Director will refer the problem to the Camp Director. The Scout Oath and Law are the accepted code and constant guide to all relationships within the camp. "Hazing" or "initiation" is strictly prohibited. There will be no physical punishment. This includes "service projects." If

you have a camper who is constantly physically abusing or tormenting others, inform the Program Director. Allow the Program Director and unit leader to take action. This is for your own protection. Camp is for all and it is unfair to the other Scouts and the counselors as well to have to constantly watch over a particular Scout.

CAMPER RULES

The safety of all campers is of primary concern by all staff members. Every staff member should constantly look out for safety hazards and inappropriate behavior in camp. Camp rules are to be followed by all on camp grounds.

CHILD ABUSE

As part of the pre-camp training, each staff member will participate in Youth Protection Training. Any form of child abuse (verbal, physical, mental), real or perceived, should be reported to the Camp Director immediately!

EMERGENCY PROCEDURES

The health and safety of all campers and fellow staff members is of the utmost importance in providing a quality outdoor experience. Staff members will receive a complete guideline and instructions for dealing with emergencies at camp during staff development week. Staff members who are not currently certified in CPR, will be trained prior to camp. Staff is expected to know all of our emergency procedures. During Staff Training, staff will be issued these procedures and trained thoroughly. Staff is expected to participate in all safety drills and safety meetings.

SAFETY

Safety at camp is everyone's responsibility. Staff will be trained to use equipment and procedures in connection with their duties. The camp will provide safety equipment as needed. If something seems unsafe, speak-up. The camp strictly adheres to the "Guide to Safe Scouting", "the Camp Health and Safety Guide Book" and "The BSA Guide to Age Appropriate Activities". Keep yourselves properly hydrated with appropriate amounts of water and encourage all others to do the same.

JOB DESCRIPTIONS

Regular Staff - you have been hired to perform a specialized service in camp. Your particular job title is that listed on your agreement. You have been provided with a "Position Description" showing the duties and responsibilities of your position. You will be expected to perform your duties as described. In addition, you will be expected to carry out various "common duties" shared by all camp staff members.

CIT Staff - you have been accepted as a volunteer to perform general service in camp. Your particular job may vary from day to day depending on where you are needed. You will be expected to perform your duties as required by the area you are currently assigned to. In addition, you will be expected to carry out various "common duties" shared by all camp staff members.

STAFF DEVELOPMENT

The first days of the camp season will be used for staff development and training. During these busy days, you will set up camp, train for your job, and otherwise prepare for the arrival of campers. Often, programs will be taking place during this time so OJT (on the job training) may be part of your day. Everyone should be prepared to really pitch in and give 110% during pre-week(s) as time is limited and there is much to be accomplished. You must report on time, at all times. The staff is expected to

maintain control of their classes at all times. Remember to treat everyone how you wish to be treated. We must respect the campers. We expect you to have fun as a class, but understand that there is a time and place for everything. If you need help, ASK...

CAMP CLOSING RESPONSIBILITIES

Following the last week of regular camping, you will be involved in taking down and putting away camp supplies. This can take one to two days depending on the weather. All staff members will take part in this activity. Final paychecks will not be issued until camp is completely closed.

REVEILLE, TAPS AND PUNCTUALITY

Staff members should be up at morning Reveille, so each will have enough time to prepare themselves and their quarters for the activities of the coming day. All staff members will be required to attend those functions as designated by the Camp Director. Examples could be flag ceremonies, campfires, etc. See your camp schedule for details. The most important trait of every staff member is punctuality. It is imperative that every staff member works as a team in being at a given place on time, every time. Staff who are late not only disrupt the flow of camp, but make the staff look unorganized. Please do your part to be at every activity on time. Constant tardiness is grounds for insubordination and will not be tolerated.

CURFEW/LIGHTS OUT

Staff Curfew each night is 10pm. Staff members are required to be in their housing quarters by this time relaxing and getting ready for quality rest. Lights out for staff will be 11:00 p.m. and requires all lights out and noise stopped. The camp schedule is packed with activities, so for the appreciation of the campers, get some sleep. Do not assemble or congregate in areas in which you do not belong, especially before or after hours. Staff members are never permitted to leave camp without prior approval from the Camp Director. All application materials, schedules, reservation information, program descriptions and relevant forms for Camp Rockefeller Summer Camp can be downloaded from the Natural State Council's official website at: www.naturalstatecouncil.org